



## **CASE REVIEW MEETING MINUTES**

**March 9, 2005, 4:00 P.M.  
Art Pick Council Chambers  
and  
Council Chamber Boardroom  
3900 Main Street, Riverside, CA**

**The following proceedings have been digitally recorded.  
For copies, please call the CPRC office at (951) 826-5509.**

Chairman Gardner called the meeting to order at 4:06 p.m. and led in the Pledge of Allegiance. Chairman Gardner asked Ms. Sherron to take roll.

### **Roll Call**

Commissioners Present:

Brewer, Corral (late), Davidson, Garcia, Gardner, Percy, Quinto, and Ward

Commissioners Absent:

Huerta

### **Executive Director's Report & Comments**

Dr. Payne spoke to the Commission:

- ◆ regarding the 2004 Annual Report;
- ◆ regarding the investigation critique;
- ◆ introduced his assistant, Jenna McAlmond, Sr. Administrative Analyst

### **Commissioner's Comments**

Chairman Gardner –

- ◆ followed a lengthy police pursuit via his scanner and commended Sgts. Williams and Bartholomew for handling the incident so well;
- ◆ recommended that the Commission recognize the actions of the officers;
- ◆ said he would draft a letter to send to the Mayor and Council.

Commissioner Davidson –

- ◆ agreed that the officers should be commended for their handling of the incident.

Commissioner Pearcy –

- ◆ said that Outreach Committee members were going to be meeting with Deputy Chief Dominguez on March 10.

Commissioner Garcia –

- ◆ welcomed Jenna McAlmond;
- ◆ passed out Cinco de Mayo flyers to the Commission.

### **Public Comment**

Mary Shelton said she was interested in the seeing the audio / video presentation. She said she has questions regarding recorder use due to a trial she sat in on and the fact that the recorders used by the two officers involved had failed. She expressed concern about the construction of recorders being used.

### **Commissioner Training by RPD – Session 5**

Lt. John Wallace and Sgt. Mike Cook gave a presentation on the Department's use of audio and video recorders.

Commissioner questions regarding the video recorders –

How many cars with video are in service at any given time?

- ◆ Pure speculation. Could be 3 to 4, maybe 5 on any given shift. Watch commanders try to use them as much as possible.

Is there any attempt to get a video car into a pursuit?

- ◆ Yes, but not always feasible or possible.

What is the range of the wireless microphones?

- ◆ The maximum range is approximately 2500 ft. There are problems near Riverside Community Hospital and City Hall beyond the 3rd floor, but not many other areas in the city where there are transmission problems.

When the camera is turned around to view a suspect, is there a separate microphone in the car or does the officer rely on wireless microphones?

- ◆ When that is done, the officer has to decide to leave the microphone in the car.

What about the continuous loop of the video recorder?

- ◆ The camera feeds to an on-board server. When the unit is turned on by turning on the lights, the recorder goes back and captures the 35 seconds prior to the camera's activation.

What is the maintenance experience?

- ◆ So far it's been fantastic. Early on, there were issues with regulating the temperature of the processor, but the cooling fan has been beefed up and there have been only two boxes "go down" and both were replaced and back in operation within three working days.

What is the cost of adding another unit?

- ◆ \$7,500 - \$8,500 per car.

Where are the servers located?

- ◆ They are located at Lincoln Street, but are going to be moved to the Magnolia facility.

Can the digital audio recorders use a microphone?

- ◆ They can, but because the RPOA had some officer safety issues with the microphones as they are wired devices around the neck area, the use of the microphone is optional.

Does the RPOA have objections to the use of the microphone with regard to the video recorder?

- ◆ No. They had no choice.

Can the microphone work away from the unit and be used to record audio only?

- ◆ Yes, but buildings can affect the effectiveness of the distance.
- ◆ The video recorder works so well that an officer isn't required to comply with RPD Policy and Procedure 4.60 (Audio Recorder Policy) if they are equipped with the mobile video.

Does the video monitor in the police unit monitor real time or after the fact?

- ◆ Both. To assist with report writing, the officer can utilize play back while still in the car to review statements. The officers don't have the access rights to alter or delete a recording and once back at the station and the recorder begins the upload process, they no longer have the ability to play back the recording.

Is the 35 seconds initiated immediately?

- ◆ It's automatic. The camera is on all the time. When it's activated because of a contact, the system goes back and grabs the previous 35 seconds, but it grabs only video, not audio.

Have there been any problems with the audio or video not activating properly?

- ◆ No. They work almost all the time and don't have nearly the problems with the video recorder as with audio recorder. Officers prefer the video car.

Was the grab back set for 35 second due to the size of the hard drive?

- ◆ That was one consideration. We felt it was an appropriate amount of time.

How long before it writes over data?

- ◆ The hard drive is usually cleared off at the end of each use, but it holds up to 72 hours of recording time.

Commissioner questions regarding the audio recorders –

Officers can't get back into the system to change audio recordings. Can anyone?

- ◆ Yes. Those at high levels have access. There is an audit trail.
- ◆ The recordings can't be manipulated. A manipulated recording won't have the same markings as the original. It would have markings noting that it wasn't the original.

Is the audio recorder carried in a pocket?

- ◆ That's one place they are carried. They are also carried in a leather holder.

If the recorder is in on and the button is pushed again, what will happen?

- ◆ It pauses the recorder.

If the recorder were accidentally turned off in a scuffle, how would that most likely happen?

- ◆ It could happen as a result of the recorder bumping against an object and the button being hit, causing the recorder to pause. The pauses are readily identifiable on a digital recording. The record button would have to be pushed again to start recording. The recorder will remain paused until the record button is pushed again.

How does the officer enter the recording into the system?

- ◆ The officer used to have to manually enter all 11 digits for the information to upload to the server. Now, if they are connected to the server, which would be the case if they're using a PC that is connected to the local area network (LAN), the officer is given recordings based on the time parameters in which he worked. The officer then has to "marry" his incident number to the specific recordings.

The Commission adjourned to the City Hall Breezeway at 5:30 p.m. to view a police unit equipped with the mobile video equipment. They reconvened to the Council Chambers at 5:52 p.m.

Additional commissioner questions –

If an officer realizes his recorder has been accidentally turned off and turns it back on, does he now have to assign two incident numbers for the two recordings?

- ◆ The officer would have two recordings for one incident number. The system is designed to have multiple recordings for a single incident.

What happens if the officer doesn't identify the second half of the recording?

- ◆ Staff looks at all the "orphans" and matches them up with the appropriate incident number.
- ◆ Orphans are checked daily. There are 10 to 25 orphans a day. The new Puma recorders have better software. The officers have less to input and type so there are fewer problems.

Does the officer have the ability to erase?

- ◆ Each audio recording is sequentially numbered. If a number, or audio file, is missing it would be known and investigated as to why the file is missing.

Who monitors this process?

- ◆ Supervisors are responsible for reviewing the list of audio files made by the officers who work for them. The management process reviews the audio files as well.

There was a situation where recordings hadn't been downloaded for several weeks.

- ◆ Prompt downloading of the recordings was a problem, but there is a greater expectation now that self-audits are being done. It is part of the MAP accountability program where every 28 days, the lieutenants meet with the Deputy Chief of Operations in an open forum. The next phase for management is looking at how many recordings are missing and why. The recordings are closely monitored to make sure all the files are there and that they are downloaded promptly.

What other reasons are there for missing files?

- ◆ Officer safety reasons; the officer doesn't turn on the recorder.

Is the "Erase" feature part of the recorder?

- ◆ Yes, but there's nothing that can be done about it. The recorders are standard retail units, not specially designed for police use.

Are the audio file numbers sequential?

- ◆ Yes. The numbers are predetermined by the recorder.

Are the numbers captured on the media card?

- ◆ They are captured in the markers of the recording. Once the recordings are uploaded, the card self-erases and is ready for the next use. The cards only hold 10 hours of recording time.

Will the numbers stay the same if a card is replaced with another card or does the recorder reset the numbers?

- ◆ No. It starts based on the internal memory of the recorder. The device doesn't know if a different media card has been inserted. It continues numbering the files in sequence.

Does the Puma Digital Recorder work the same way as the Olympus Digital Recorder?

- ◆ Yes. The upload process is different in that it automatically populates the incident numbers.

Who gets a recorder?

- ◆ Officers and supervisors assigned to field operations. That includes uniformed special operations, traffic, Metro, everyone who would be considered a first responder.

Does the recorder beep or does the light come on when paused or turned off?

- ◆ It can. Most officers turn off the beeping function and go by the light on top. But most of the time they can't see it because it is carried in the pocket.

The Commission adjourned to the Council Chamber Boardroom at 6:10 p.m. to review, discuss, and edit the draft of the 2004 Annual Report.

### **2004 Annual Report**

The draft of the CPRC's 2004 Annual Report was reviewed, discussed, and revised. Upon completion of the review and revision of the draft report, there was a consensus among the commissioners present that, upon the correction of noted items, the document was ready for publication and submission to Council.

### **Closed Session – Case Review**

Pursuant to Government Code Section 54957, the Commission adjourned to Closed Session at 8:00 p.m. to review the following case(s) involving PUBLIC EMPLOYEE PERSONNEL MATTERS:

<u>CPRC CASE NO.</u>	<u>IA CASE NO.</u>	<u>CPRC CASE NO.</u>	<u>IA CASE NO.</u>
1) 03-079	PC-03-297-278	6) 04-047	PC-04-194-271
2) 04-003	PC-04-019-175	7) 04-060	PC-04-253-125
3) 04-013	PC-04-051-215	8) 04-063	PC-04-252-122
4) 04-025	PC-04-099-087	9) 04-085	PC-04-350-072
5) 04-038	PC-04-154-139		

The Commission adjourned at 8:15 p.m.

Respectfully submitted,

---

PHOEBE SHERRON  
Sr. Office Specialist